

**CITY OF WEST LAFAYETTE**  
**ADMINISTRATIVE POLICIES AND PROCEDURES FOR RESIDENT PARKING**  
**NEW CHAUNCEY NEIGHBORHOOD, HILLS & DALES NEIGHBORHOOD**

In accordance with Section 51.07 (b) of City Ordinance No. 4-98, the following Administrative Policies and Procedures governing residential permit parking are hereby established. Additional provisions regarding the use and availability of parking permits may be specified in each neighborhood's Neighborhood Permit Parking plan.

**ELIGIBILITY** – All residents of affected properties who live within a specifically designated permit parking area may be eligible to participate in the permit parking program. Parking permits shall not be issued to individuals with unpaid parking violations. Resident must show proof of residency. Up to two (2) parking permits may be issued per property address.

**APPLICATION FORM** - Residents shall complete an application form when applying for a parking permit. Application forms are available at the West Lafayette Police Department and on the city's website. The applicant shall provide proof of residency in the designated permit parking area for which a parking permit is being requested.

**PROOF OF RESIDENCY** – Applicants must provide a valid driver's license and vehicle registration. If the property address is not listed on one of these items, the applicant must also provide a lease agreement.

**PROOF OF VEHICLE CONTROL** – In order to receive a "resident" permit for a specific vehicle, the applicant shall provide a copy of the vehicle registration. If the vehicle is not registered in the applicant's name, the applicant's signature on the permit application form shall serve as the applicant's certification of legal control of the vehicle.

**LOCATION OF PERMIT ON VEHICLE** – Unless otherwise indicated, permit stickers shall be placed on the **exterior of the rear window on the driver's side** of the permitted vehicle.

**SUBMITTAL OF APPLICATIONS** – Permit applications shall be accepted at the West Lafayette Police Department during normal working hours. Applications will be accepted by mail provided that copies of the required information are provided with the application form. Permits requested by mail will be sent within 10 working days and only to an address within the parking area for which the permit is being requested.

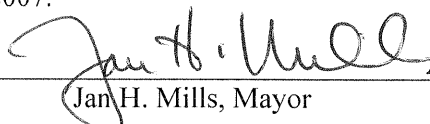
**RENEWAL OF PERMITS** – Annual permit renewal may be made in person at the Police Department. A telephone request to the Police Department may be made for the mailing of an application form directly to the applicant. The permit year runs from September 1<sup>st</sup> – August 31<sup>st</sup>.

**RE-ISSUANCE OF PERMIT** – To re-issue a parking permit, the "old" permit must be returned. If re-issuance is due to the sale of a vehicle, vehicle registration for the new vehicle is also required.

**RETURN OF PERMITS** – A person who is no longer eligible to receive parking permits because of a change in residence or property ownership shall, within seven (7) days of such change, return all permits to the Police Department. Failure to comply with this provision shall render all permits issued to such resident or property owner invalid. A vehicle parked in a permit parking area with an invalidated parking permit shall be considered a non-permitted vehicle and subject to a fine as established in Section 51.08 (I) of the Neighborhood Parking Permit Ordinance No. 4-98 of the City of West Lafayette.

Approved by the West Lafayette Traffic Commission on August 15, 2007.

Approved by the Mayor of West Lafayette on August 16, 2007.

  
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Jan H. Mills, Mayor